

CA PREP SCOPE OF WORK
June 1, 2012 to September 30, 2014

Goal 1: To decrease teenage pregnancy through evidence-based programs			
MAJOR OBJECTIVES	MAJOR FUNCTIONS, TASKS, AND ACTIVITIES	DUE DATE	PERFORMANCE MEASURES AND DELIVERABLES
OBJECTIVE 1.1 Ensure staff and organization preparation for effective implementation of EBPM(s)	1.1.1 Attend CDPH trainings on the evidence-based program models (EBPM(s), and participate in follow-up technical assistance calls.	First quarter after Award	List of participants who completed the training(s)
	1.1.2 Attend CDPH trainings on EBPM(s) fidelity, and participate in follow-up technical assistance calls.	First Quarter after Award	List of participants who completed the training(s)
	1.1.3 Attend CDPH trainings on EBPM(s) adaptation, and participate in follow-up technical assistance calls.	First Quarter after Award	List of participants who completed the training(s)
	1.1.4 Develop adaptations to EBPM(s) to meet California Legislation (statute) Laws. California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Code sections 51930-51939) http://ssku.k12.ca.us/documents/EdCode5193039.pdf Sexual Health Education Accountability Act (California Health and Safety Code (H&S) sections 151000-151003) http://www.leginfo.ca.gov/cgi-bin/displaycode?section=hsc&group=150001-151000&file=151000-151003	First Quarter after Award	Proposed adaptations for CDPH review and approval
OBJECTIVE 1.2 Provide EBPM(s) with fidelity to meet minimum program service requirements.	1.2.1 Implement the EBPM(s) maintaining fidelity to the core components (e.g., number and length of sessions).	Monthly and Ongoing	Monthly Performance Report
	1.2.2 Ongoing monitoring of recruitment and retention of program participants to identify barriers or challenges, and develop and implement strategies to address issues.	Monthly and Ongoing	Monthly Performance Report

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OBJECTIVE 1.3 PROGRAM QUALITY Maximize program quality and fidelity through routine use of continuous program improvement and monitoring activities.	1.3.1 Utilize the Continuous Program Improvement (CPI) toolkit to monitor and continually improve program implementation.	Monthly and Ongoing	Monthly Performance Reports
	1.3.2 Utilize the Fidelity Monitoring Tool to monitor and ensure fidelity to the EBPM(s)	Monthly and Ongoing	Monthly Performance Reports
OBJECTIVE 1.4 EVALUATION Ensure progress and success of the EBPM(s) through evaluation.	1.4.1 Track participant demographics, process measures, pre- and post-tests, and client outcomes as directed by CDPH.	Monthly and Ongoing	Monthly Performance Reports

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Goal 2: To provide Adulthood Preparation Subjects (APS) to support youth's personal growth to become responsible adults.			
MAJOR OBJECTIVES	MAJOR FUNCTIONS, TASKS, AND ACTIVITIES	TIMELINE	PERFORMANCE MEASURES AND DELIVERABLES
OBJECTIVE 2.1 Ensure staff and organization preparation for effective implementation of APS.	2.1.1 If additional APS are implemented, use the standardized lesson plans developed by CDPH and attend trainings on additional APS.	First Quarter after Award	List of participants who completed the training
	2.2.1 Identify measures that will be utilized to monitor impact of APS efforts.	First Quarter after Award	Monthly Performance Reports
OBJECTIVE 2.2 Provide APS to promote healthy adolescent development.	2.2.2 Track and monitor APS process and outcome measures.	Monthly and Ongoing	Monthly Performance Reports

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Goal 3: To create family planning clinical linkages to provide access and availability of contraceptive and related reproductive health clinical services.			
MAJOR OBJECTIVES	MAJOR FUNCTIONS, TASKS, AND ACTIVITIES	TIMELINE	PERFORMANCE MEASURES AND DELIVERABLES
OBJECTIVE(S) 3.1 Promote and increase awareness of family planning and reproductive health services, to prevent unintended pregnancy STIs and HIV among pre-sexually active and sexually active teens.	3.1.1 Provide staff training on Family PACT Services	First Quarter after Award	List of participants who completed the training
	3.1.2 Develop promotional materials to increase awareness of Family PACT services.	First Quarter after Award	Draft promotional/media materials for CDPH approval
	3.1.3 Coordinate tours of Family PACT clinics.	Ongoing	Bi-annual Progress Reports
OBJECTIVE(S) 3.2 Increase referral and utilization of Family Pact Services	3.2.1 Develop a referral and tracking tool (or adapt existing tool) for teens to access Family PACT services.	First Quarter after Award Ongoing and Monthly	Monthly Performance Report
	3.2.2 Track the number of Family PACT referrals made and completed.	Ongoing and Monthly	Monthly Performance Report
	3.2.3 Assist Family PACT providers in assessing clinic teen friendliness.	Annually	Biannual Progress Reports

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Goal 4: To increase community support in the development of healthy youth and the reduction of their risky sexual behaviors.			
MAJOR OBJECTIVES	MAJOR FUNCTIONS, TASKS, AND ACTIVITIES	TIMELINE	PERFORMANCE MEASURES AND DELIVERABLES
OBJECTIVE 4.1 Foster support and awareness a Local Stakeholder Coalition to maximize community capacity to sustain a high quality, well-coordinated system of services and supports to promote the development of healthy youth.	4.1.1. Maintain Local Stakeholder Coalition and identify 1-2 priority Coalition goals including strategies and activities to accomplish those goals.	First Quarter after Award	Monthly Performance Reports during first Quarter Bi annual Progress Reports
	4.1.2 Conduct quarterly Local Stakeholders Coalition meetings.	Ongoing	Bi annual Progress Reports
	4.1.3 Develop a Referral Resource Booklet	First Quarter after Award	Monthly Performance Reports during first Quarter Bi annual Progress Reports
	4.1.4 Identify any and all barriers adolescents may face to obtaining reproductive health care and other services within their communities and indicate strategies to reduce or overcome those identified barriers.	Ongoing	Bi annual Progress Reports
	4.1.5 Identify gaps in services and opportunities for service integration and coordination.	Ongoing	Bi annual Progress Reports
	4.1.6 Identify opportunities for youth input and community involvement	Ongoing	Bi annual Progress Reports
	4.1.7 Develop an Annual Accountability Report to present to local stakeholders to share CA PREP activities and accomplishments .	Annual	Bi annual Progress Reports

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Goal 5: Conduct administrative activities in support of contract deliverables.			
MAJOR OBJECTIVES	MAJOR FUNCTIONS, TASKS, AND ACTIVITIES	DUE DATE	PERFORMANCE MEASURES AND DELIVERABLES
OBJECTIVE 5.1 Ensure timely and effective start up and implementation	5.1.1 Develop an implementation work plan documenting the activities required by the contract or other activities you will complete for implementation including the person responsible and scheduled completion dates of activities.	6/22/2012	Implementation work plan
	5.2.1 Hire and maintain staff with the appropriate training, experience, and knowledge required to implement the CA PREP.	Within 30-days after Award and Ongoing	Monthly Performance Reports Initial Agency Information Form (AIF), and revised AIF when there are agency or staff changes. Bi annual Progress Reports
	5.2.2 Maintain culturally and linguistically appropriate program staff required to implement the selected EBPM(s) with fidelity to meet the needs of the Target Population(s).	Ongoing	AIF
	5.2.3 Using The Adolescent Sexual Health Work Group (ASHWG) Core Competencies for Adolescent Sexual and Reproductive Health Human Resources Toolkit, inform hiring decisions and duty statements, conduct staff self-assessments, develop professional development plans and implement necessary trainings in coordination with CDPH training opportunities. http://www.californiateenhealth.org/ashwg-core-competencies/form-cc-download	Annually and Ongoing	Bi annual Progress Reports

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MAJOR OBJECTIVES	MAJOR FUNCTIONS, TASKS, AND ACTIVITIES	DUE DATE	PERFORMANCE MEASURES AND DELIVERABLES
	5.2.4 Attend and participate in initial orientation meeting, monthly teleconferences, annual meetings, and periodic webinars sponsored by the CDPH and federal meetings or trainings, as requested.		Meeting/webinar registration
OBJECTIVE 5.3 SITE VISITS Support program monitoring efforts to ensure quality program implementation.	5.3.1 Participate in CDPH formal and/or informal site visits up to two times per year to monitor project activities and ensure compliance with federal and state requirements.	Biannually	Participate in site visits Submit Corrective Action Plan (CAP), if necessary
OBJECTIVE 5.4 EVALUATION	5.4.1 Participate in the following CA PREP evaluation activities: Process Measures – Monitor whether program is being implemented as planned. Fidelity - Monitor fidelity to the EBPM(s) by tracking implementation, number of sessions, hours, setting(s), participants, etc. Capacity Building - Assess ability to build capacity and community partnerships. Outcome Measures – Assess observable and measurable changes in the behaviors, knowledge, attitudes, skills, or aspirations of program participants.	Ongoing	Monthly Performance Reports Biannual Progress Reports
OBJECTIVE 5.5 REPORTING REQUIREMENTS	5.5.1 Complete a Monthly Performance Report (MPR) and submit it electronically by the 10th day of each month for the preceding month.	The 10 th day of each month for the preceding month	Monthly Performance Report

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MAJOR OBJECTIVES	MAJOR FUNCTIONS, TASKS, AND ACTIVITIES	DUE DATE	PERFORMANCE MEASURES AND DELIVERABLES
	5.5.2 Complete Biannual Progress Reports on the progress of each SOW activity including successes and challenges, and a compilation/summary of those activities reported in Monthly Performance Reports	Biannually	Biannual Progress Reports
	5.5.3 Complete an Annual Accountability Report to local stakeholders as described in Goal 4 above to share CA PREP activities and accomplishments.	Annually	Annual Accountability Report
	5.5.4 Sub-awardees may be required to complete and submit other CDPH and federal performance and/or financial reports.	As required by CDPH	Other Reports